

ARTICLE IV

Undergraduate Students Association Council: Members and Duties

Section D: The General Representatives

1. The General Representatives shall be responsible for, but not limited to:

a. Representing the collective interests of the student body on the Council.

~~a.b.~~ Acting as a voting members of the Finance Committee to approve Contingency Fund and Student Leadership Fund allocations

~~b.c.~~ Actively soliciting from the student body information concerning the student needs as they pertain to the student population as a whole, or as they pertain to the specific student interest groups.

i. The General Representatives shall maintain on-going communications with Council Sponsored Organizations and UCLA living groups, including the On-Campus Housing Council, the University Cooperative Board of Directors, and other organizations that may be deemed appropriate. If a General Representative is unable to attend a student group or living group meeting, a representative may attend in their place.

ii. The General Representatives shall aid student organizations in obtaining programming resources and assist student organizations in annual UCLA registration.

~~e.d.~~ Initiating and pursuing legislation and programming in accordance to the perceived needs of the student population, where such legislation and programming does not normally fall into the functional duties delegated to other Council Offices according to the USA Constitution and Bylaws.

~~d.e.~~ Apprising the student body population, through the most appropriate medium, of the Student Government legislative activities and pursuits, where purveying such information does not duplicate the responsibilities of any other Council Office according to the USA Constitution and Bylaws.

2. The General Representatives shall represent to the Council, within their respective capacity, all Council Sponsored Organizations.

ARTICLE VII

Finance

Section A: Finance Committee Composition

1. Membership

- a. The Finance Committee shall consist of six (6) undergraduate students. There shall be one (1) Chair and five (5) members, and each member shall have one (1) vote.
- ~~a-b.~~ The General Representatives shall act as three of the voting members for the Finance Committee. At least two General Representatives must be present during voting.
- ~~b-c.~~ The Finance Committee shall have a maximum of three (3) alternate members. The alternates shall have all of the rights of regular members, except for voting rights. The alternates shall have a vote in the Finance Committee meetings only when the regular members are absent.
- ~~e-d.~~ The Student Government Accounting Manager shall serve in an advisory capacity to the Finance Committee, and shall have all rights of regular members, except the Student Government Accounting Manager may never vote.

2. Eligibility, Appointment, and Removal from the Committee

- a. Each member of the Finance Committee must be a registered UCLA student, maintain an overall GPA of 2.0 or better, and be in good standing with the University.
- b. Elected Council Officers, Program Directors, Project Directors, and their Assistants shall be ineligible to be members of the committee. ~~due to inherent conflicts of interest.~~ General Representatives shall serve as an exception to this statute, except when reviewing any material that is inherently a conflict of interest.
- c. The Finance Committee Chair will be appointed by the President, and shall be confirmed by the Council.
- d. The other members and the alternates of the Finance Committee shall be appointed by the Finance Committee Chair, and confirmed by the Council.
- e. The Finance Committee Chair shall appoint a Vice Chair with the approval of the Finance Committee.
- f. The terms of the Finance Committee members shall be one (1) fiscal year.
- g. The Finance Committee Chair may be impeached by two-thirds (2/3) of the Council for just cause.
- h. The other members and the alternates of the Finance Committee may be removed from office by the Chair with just cause. This action must be approved by the Finance Committee, and a written report explaining the action must be submitted to and approved by a majority vote of the Council.
- i. Vacancies on the Finance Committee shall be filled in accordance with the usual procedures designated by the Council.

Section B: Finance Committee Duties and Responsibilities

3. Finance Committee Vice Chair

a. The Finance Committee Vice Chair shall, in the absence of the Finance Committee Chair, serve as Chair of the Finance Committee and assume all the duties and responsibilities thereof. Transmittal of authority shall be made official upon written notification from the Finance Committee Chair explicitly empowering the Finance Committee Vice Chair to act in their absence.

~~a-b.~~ The Finance Committee Vice Chair shall not be one of the General Representatives of the Council.

~~b-c.~~ The Finance Committee Vice Chair shall have restricted signatory power on Personnel Change Notices and Requisitions for supplies, travel, or programming in which the proposed expenditure does not exceed \$250.

~~c-d.~~ The Finance Committee Vice Chair shall oversee the creation and/or updating of a comprehensive Funding Information Guide.

i. This guide will include information about funding sources across campus, including but not limited to the Council funds and its Offices' funds, the Programs Activities Board (Community Activities Committee and Campus Programs Committee), the Assistant Vice Chancellor's Student Activities Fund, the Office of Residential Life, and the On-Campus Housing Council.

ii. The guide will be distributed at the Center for Student Programming orientation, the Enormous Activities Fair, and other events.

iii. The Funding Information Guide shall also be made available via the Center for Student Programming and the Council website.

~~d-e.~~ It is necessary for the Vice Chair of the Finance Committee to hold funding workshops every quarter to inform the student organization leaders about all the funding opportunities on campus.

4. Finance Committee Members

a. Each member of the Finance Committee shall be responsible for attending all Finance Committee meetings and voting on all financial matters presented in the meetings by the Chair.

b. Each member of the Finance Committee, including, but not limited to, the General Representatives is to be assigned to one or more elected offices of the Council, as designated by the Chair. The Finance Committee members shall be the Finance Committee representatives for that office, and shall be required to perform the duties for that office as outlined below. It is the duty of the representative to work closely with the elected Council Officer and Program Directors on all financial matters relating directly to the office that the representative is assigned to. Specifically, this duty includes helping Officers prepare budgets, financial requests from the Contingency Fund, notifying the office of possible overdrawn accounts or any violation of financial policies of the Council or UCLA. Complex financial matters should be submitted to the Finance Committee Chair for review.

c. Each member of the Finance Committee shall also be responsible for performing any auditing functions of Council funds of at least five percent (5%) of all programs, excluding retreats, as

required by the Council financial policies, the Finance Committee Chair, or Student Government Accounting.